

Onboarding Feedback and Evaluation Survey

Thank you for completing your onboarding process. Please take a few minutes to fill out this evaluation survey to help us improve the experience for future team members. This is a printable form, please write your responses in the provided spaces.

1. Employee Information

Full Name:

Job Title:

Department:

Start Date:

Manager/Supervisor Name:

2. Recruitment and Pre-Arrival Experience

Was the information provided to you before your first day accurate and helpful? (Yes / No / Comments):

How would you rate your communication with HR prior to your start date? (Excellent / Good / Fair / Poor):

3. First Week and Orientation

On a scale of 1 to 5, how welcoming did you find your team on your first day? (1 = Not welcoming, 5 = Extremely welcoming):

Did you receive your workstation, computer, and required software logins in a timely manner? (Yes / No / Comments):

Was the company orientation session informative? (Yes / No / Comments):

4. Role Clarity and Training

Do you feel you have a clear understanding of your job responsibilities? (Yes / No / Comments):

Has the training provided so far been sufficient to help you perform your daily tasks? (Yes / No / Needs Improvement):

What specific training or resources do you feel you still need to succeed in your role?

5. Manager and Team Support

How often do you meet with your manager to discuss your progress? (Daily / Weekly / Bi-weekly / Monthly):

Does your manager provide constructive and actionable feedback? (Yes / No / Comments):

Do you feel comfortable asking questions and seeking help from your team members? (Yes / No / Comments):

6. Overall Experience and Suggestions

What has been the most helpful part of your onboarding experience?

What has been the least helpful or most frustrating part of your onboarding experience?

Please share any other suggestions or ideas on how we can improve our onboarding process:

Today's Date: